

STATE OF HAWAII
REQUEST TO USE AN ALTERNATIVE PROCUREMENT METHOD

TO: Chief Procurement Officer

FROM: _____

(Department/Division/Agency)

SUBJECT: Request for Approval to Use an Alternative Procurement Method

Pursuant to ☐ § 3-122-35 (c), HAR [IFB]

☐ § 3-122-59 (c), HAR [RFP]

☐ § 3-122-66 (c), HAR [Professional Services]

Your approval to use direct negotiations as the alternative procurement method is requested based on the following procurement officer determination:

IFB No. _____ or RFP No. _____

Solicitation Title or Description:

Contract period:

Formally advertised on _____ and the deadline for receipt of offers was _____.

There was *(select one)*:

☐ **ONLY ONE RESPONSIVE AND RESPONSIBLE OFFEROR** and the option to do an alternative procurement method has been selected because the need for the subject procurement continues, but the price was not fair and reasonable **and** (select one and explain):

☐ There is no time for re-solicitation:

☐ Re-solicitation would likely be futile:

Based on the above, an alternative procurement method, specifically direct negotiations will be conducted with the sole offeror first, and then with any contractor or vendor should negotiations with the sole offeror fail.

☐ **NO OFFERS WERE RECEIVED OR THERE WERE NO RESPONSIVE AND RESPONSIBLE OFFERS**, and it has been determined that it is neither practicable, nor advantageous to the State to issue a new Solicitation. The following have been considered (provide explanation for **each** of the following):

- Time constraints (not applicable to Section 103D-304, HRS, professional services):

- Competition in the marketplace:

- It is anticipated that the additional potential cost of re-solicitation will exceed the benefits associated with the solicitation process:

Based on the above, an alternative procurement method, specifically direct negotiations, will be conducted for this procurement.

Direct questions to: _____ Phone: _____

I certify that the information provided above is, to the best of my knowledge, true and correct.

Department Head or Designee

Date

Title (If other than Department Head)

THIS DOCUMENT SHALL BE MADE A PART OF THE CONTRACT FILE.

Chief Procurement Officer's comments:

☐ APPROVED

☐ DISAPPROVED

Chief Procurement Officer

Date